

General Application Requirements (FINAL)

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Version # _____

APP # 700359

Agency Information

(Carefully read the instructions before completing this form)

1. Agency Information

- a. Agency Name City of Porterville Parks and Leisure Services
- b. Organizational Unit
- c. Address 291 North Main Street
- e. City Porterville State CA Zip 93257
- f. Federal Id Number 94-6000398 DUNS Number
- g. Agency fiscal year (beginning month and July-01 day)
- h. Agency Type (Please check one)
- ☒ City ☐ County ☐ U.S. Forest Service
- ☐ U.S. Forest Service - Patrol District ☐ U.S. Bureau of Land Management ☐ Other Federal Agency
- ☐ Federally Recognized Native American Tribe ☐ Educational Institution ☐ Nonprofit Organization - 501(c)(3) status only
- ☐ State Agency ☐ District

2. Project Information

- a. Project Name City of Porterville OHV Operations
- b. Is implementing agency same as Agency (Please select Yes or No) ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Amount of Funds Requested Project Cost

Project Request(s) Summary

#	Project Type	Project Title	Grant Request	Match	Total Project Cost
1	G09-03-24-G01	Ground Operations	168,000	59,000	227,000
2	G09-03-24-L01	Law Enforcement	24,000	8,000	32,000
3		TOTAL	192,000	67,000	259,000

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3. Contact

a. Authorized Representative

Name	Jim Perrine					
Title	Director					
Mailing Address	291 N. Main Street					
City	Porterville	State	CA	Zip	93257	
Telephone	(559) 782-7536			Fax	(559) 791-7854	
E-mail Address	jperrine@ci.porterville.ca.us					

b. Project Administrator

Name	Michelle Cruz					
Title	Project Cordinator					
Mailing Address	291 N. Main Street					
City	Porterville	State	CA	Zip	93257	
Telephone	(559) 782-7538			Fax	(559) 791-7854	
E-mail Address	mcruz@ci.porterville.ca.us					

Location Map

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A. Location Map

Attachments:

[Location Map](#)

Equipment Inventory

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A. Equipment Inventory

Has your agency purchased any Equipment with OHV Trust Funds within the last five (5) ☒ Yes ☐ No
years? (Please select Yes or No)

#	Item Description	Make	Model	Model Year	Vehicle Identification Number (VIN) or Serial Number	Project Agreement Number
1	Patrol ATV	Polaris	Ranger Crew	2008	4XAWH68A182703536	G07-03-24-L01
2	Water Truck Base	Freightliner	n/a	2004	1FVACWAK34HM37694	G07-03-24-F01
3	Motorbike	Suzuki	DZR400SK9	2009	JS1SK43A092100299	G08-03-24-L01

Habitat Management Program (HMP)

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PART 1 - ITEM 1. DETERMINE THE NEED FOR FULL FULL HABITAT MANAGEMENT PROGRAM (HMP)

All Applicants submitting Projects involving Ground Disturbing Activities are subject to HMP requirements. The HMP must cover the combined Project Area of all proposed Projects with Ground Disturbing Activities.

Applicants able to certify that none of the proposed activities listed in the Application in areas open to legal OHV Recreation contain any risk factors to special-status species and/or sensitive habitats shall submit only HMP Part 1. Applicants who cannot certify that the proposed activities listed in the Application in areas open to legal OHV Recreation do not contain any risk factors to special-status species and/or sensitive habitats shall submit HMP Parts 1 and 2.

1. Do any of your proposed projects involve Ground Disturbing Activities? (Please select Yes or No) ☒ Yes ☐ No
2. Can the Applicant certify that none of the proposed Projects with Ground Disturbing Activities in areas open to legal OHV Recreation contain any risk factors to special-status species and/or sensitive habitats? (If you checked 'Yes', you are done with HMP) (Please select Yes or No) ☒ Yes ☐ No

PART 2 - RISK ANALYSIS, MANAGEMENT PROGRAM AND REPORTING

PART 2 - Section I. Summary of HMP Changes

Has the Applicant previously submitted a HMP Part 2 that is currently in use in the proposed Project Area? (Please select Yes or No) ☐ Yes ☐ No

Table 1 - Summary of HMP Changes

Changes from Previous Year	Section Where Change Occurs

PART 2 - Section II - Special Status Species

Table 2 - Table of All Special-Status Species and Any Other Species of Local Concern That Were Considered for Inclusion in the HMP

Species	Listing Status	Habitat	Potential for Occurrence	Addressed by HMP? If not explain why?

PART 2 - Section III - Map(s) of Project Area

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 3

Table 3 - Data (Including Baseline Data) and Management Program for Species and/or Sensitive Habitats

Species/Habitat	Known Information	Methodology	Concerns / Risks / Uncertainties	Management Objective(s)	Management Action(s)	Success Criteria

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 4

Table 4: Summary of HMP Monitoring Program

Species/Habitat	Change Detection Methodology	Effectiveness Monitoring Methodology, Including Triggers	Identify Any Applicable Validation Monitoring (Focused Studies)

PART 2 - Section IV. - Management/Monitoring Program by Species and Sensitive Habitat - Table 5

Table 5. Management Review and Response; Adaptive Management

Monitoring Methodology	How Monitoring Information Will Inform Management	How Data Will Be Analyzed	Management Response to Identified Triggers	Who Will Plan Management Response

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 6

Table 6: Previous Year's Monitoring Results

Monitoring Accomplishments	Results	Were Objectives and Success Criteria Achieved?

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 7

Table 7: Management Actions Based on Monitoring Results

Management Actions	Species/ Habitat	Date Completed or Planned - mm/dd/yyyy	Changes Needed to HMP

PART 2 - Section V. - Previous Year's Monitoring Results and Management Actions Based on Monitoring Results - Table 8

Table 8 Management Actions Taken in Response to HMP-related Public Concerns

Concern Raised by Public	Actions Taken to Address the Concern

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Soil Conservation

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A. Soil Conservation

- a. Do any of your proposed projects involve Ground Disturbing Activities? (Please select Yes or No) ☒ Yes ☐ No

B. Soil Conservation Plan

Attachments:

[Soil Conservation Plan](#)

Public Review Process

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A. Public Notification Efforts

Check all that apply: (Please select applicable values)

- ☐ Notice to interested Parties/Groups (Enter date in mm/dd/yyyy format)
- ☒ Published on Applicant's Website (Enter date in mm/dd/yyyy format) [03/01/2010]
- ☐ Published in Newspaper
- ☒ News Release Issued
- ☐ Public Meeting(s) Hearing(s) Held

B. Public Comments

A written comment was submitted requesting clarification of indirect costs related to the grant request and law enforcement activities. The commenter also had inquiries about the original land space use of the current facility and the need for personnel and equipment items listed in the grant request. The same commenter asked questions regarding fees and general operations of the facility.

The OHV Park and the continued participation in the CA State Parks Grant Program regarding the maintenance and operations of the facility has been discussed during many of the City of Porterville's Parks & Leisure Commission's meeting where the public was invited to engage in the discussions and provide input related to these efforts.

C. Application Development as a result of Public Comments

- a. Were changes made to the Application as a result of public comments? (Please select ☐ Yes ☒ No Yes or No)
- b. Describe how public comments affected the Application

Certifications

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1. Applicant Certifications

A. General Conditions

- A. The Applicant hereby certifies, under the penalty of perjury, compliance with the following terms and conditions: ☒
1. If the Project involves a Ground Disturbing Activity, the Applicant agrees to monitor the condition of soils and wildlife in the Project Area each year in order to determine whether the soil conservation standard adopted pursuant to Public Resource Code (PRC), Section 5090.35 and the HMP prepared pursuant to Section 5090.53(a) are being met.
 2. If the Project involves a Ground Disturbing Activity, the Applicant agrees that, whenever the soil conservation standard adopted pursuant to PRC Section 5090.35 is not being met in any portion of a Project Area, the recipient shall close temporarily that noncompliant portion, to repair and prevent accelerated erosion, until the same soil conservation standard adopted pursuant to PRC Section 5090.35 is met.
 3. If the Project involves a Ground Disturbing Activity, the Applicant agrees that, whenever the HMP prepared pursuant to PRC Section 5090.53(a) is not being met in any portion of a Project Area, the recipient shall close temporarily that noncompliant portion until the same HMP prepared pursuant to PRC Section 5090.53(a) is met.
 4. The Applicant agrees to enforce the registration of off-highway motor vehicles and the other provisions of Division 16.5 (commencing with Section 38000) of the Vehicle Code and to enforce the other applicable laws regarding the operation of off-highway motor vehicles.
 5. The Applicant agrees to cooperate with appropriate law enforcement entities to provide proper law enforcement at and around the Facility.
 6. The Applicant's Project is in accordance with local or federal plans and the strategic plan for OHV Recreation prepared by the OHMVR Division.

B. Programmatic Conditions

B. The Applicant must describe the following programmatic conditions:

1. Identify the potential for the facility to reduce illegal and unauthorized OHV Recreation activities in the surrounding areas:

Legal OHV recreation within the immediate area is limited to authorized persons utilizing private lands, such as citrus groves. Circumstances of trespass onto private lands, such as riverbeds and agricultural lands occur with efforts to enforce trespass and OHV registration regulations being made. The Porterville OHV Park provides controlled and legal OHV recreation opportunities for learners and advanced riders
2. Describe how the Applicant is meeting the operations and maintenance needs of any existing OHV Recreation Facility under its jurisdiction:

The City of Porterville regularly allocates general funds to support the continued availability of this OHV recreation opportunity. a maintenance worker position is dedicated to the OHV parks and the facility is open year-round, but subject to inclement weather restriction. The operations and maintenance efforts are tremendously enhanced with the support of State OHV grant funds.

C. Fee Collection

Describe how fees collected pursuant to Section 38230 of the Vehicle Code (in-lieu funds) are utilized and whether the fees complement the Applicant's proposed Project:

The City of Porterville did not receive in-lieu funds in 2009.

D. Compliance with PRC 5090.50(b)(1)(C)

Projects within the O&M category that affect lands identified as inventoried roadless areas by the U.S. Forest Service, are compliant with PRC 5090.50(b)(1)(C). (Please select Yes or No)

☒ Yes ☐ No

2. Governing Body Resolution

Attachments:

[Governing Body Resolution](#)

Certification - Non Profits / Education

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- 1. Written Agreement with Land Manager**
- 2. Verification of Nonprofit 501(c)(3) Status**

Evaluation Criteria

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1. OHV Visitor Opportunity Summary

1 OHV Visitor Opportunity Summary

- a. Does the land manager agency provide legal OHV riding opportunity? (Please select ☒ Yes ☐ No Yes or No)

Starting (Month/Year) 01/2009

Ending (Month/Year) 12/2009

- b. Off-Highway Vehicle Opportunity Ratio (OHV Ratio) opportunity

- i. Months of OHV Opportunity (OHV Months) 12

- ii. Total Miles Of Routes Available For OHV Recreation 2

- iii. Total Acres Of Open Riding Available For OHV Recreation 30

- iv. OHV Visitation (visitor days) 363272

- v. Ratio of OHV Visitation/OHV Opportunity 11352.25

1 OHV Visitor Opportunity Summary (2)

- c. Reference Document that support the responses to a. and b. on previous page
OHV Park Visitation Report.

- d. Visitor Opportunity Ratio (V/O Ratio) = OHV Ratio x OHV Months / 12
11352.25

Visitor Opportunity Ratio (V/O Ratio) Score

2. Quality of OHV Opportunity

Land Manager's OHV program 12

Check all that apply (Please select applicable values)

- ☒ Map with OHV Recreation opportunities clearly shown is available for distribution at no cost (2 points)
- ☒ Map with OHV Recreation opportunities clearly shown is available on the Land Manager's website (2 points)
- ☒ Map indicates relative difficulty of each OHV trail (2 points)
- ☒ Map indicates appropriate OHV use type (ATV, dirt bike, 4x4, OSV, etc.) (2 points)
- ☒ At least fifty percent of the staging areas include support facilities (restrooms, picnic tables, trash cans, shade structures) (2 points)
- ☒ Majority of trail intersections are signed with information such as: trail names, directional signs, relative difficulty, mileage to next feature (2 points)

3. Variety of OHV Opportunity

- a. Skill levels (e.g., beginner, intermediate, advanced) indicated by publicly available maps or signage marking trails with relative difficulty 5

(Check the one most appropriate) (Please select one from list)

☒ 3 or more skill levels (5 points)

☐ 2 skill levels (3 points)

☐ 1 skill level (1 point)

☐ Land Manager has no legal OHV riding opportunity (No points)

b. Type of OHV Opportunity (ATV, dirt bike, 4x4, OSV, RUV, Sand Rail/Dune Buggy) 6

(Check the one most appropriate) (Please select one from list)

- ☒ Opportunities for 3 or more vehicle types (6 points) ☐ Opportunities for 2 vehicle types (3 points)
☐ Opportunity for only 1 vehicle type (1 point) ☐ Land Manager has no legal OHV riding opportunity (No points)

4. Agency Contribution

Is the cost of OHV Program for Land Manager's most recent complete fiscal year (not to include Indirect Costs) greater than \$0?. If NO, then No points. Go to item #5. (Please select Yes or No) ☒ Yes ☐ No

If YES, enter cost of OHV Program for Land Manager's most recent complete fiscal year (not to include Indirect Costs): 184000

% Funded by OHV Trust Fund (do not include in-lieu funds): 0

(Check the one most appropriate) (Please select one from list)

- ☐ No OHV Trust Funds were used (6 points)
☐ 10% or less of the program cost was from OHV Trust Fund (4 points)
☐ 11% to 25% of the program cost was from OHV Trust Fund (3 points)
☐ 26% to 50% of the program cost was from OHV Trust Fund (1 point)
☒ More than 50% of the program cost was from OHV Trust Fund (No points)

Reference Document

City of Porterville - General Ledger detail Listing Report 2008-2009, Account #01-5050-065 & 4516

5. Project Performance

For Applicant's OHV grant Projects which reached the end of the Project performance period within the last two years, the percentage of all deliverables accomplished 5

(Check the one most appropriate) (Please select one from list)

- ☒ 100% of Deliverable accomplished (5 points)
☐ 75% to 99% of Deliverables accomplished (3 points)
☐ Less than 75% of Deliverables accomplished (No points)
☐ First time Applicants and past Applicants with no active Grant projects within the last two years (2 points)

6. Previous Year Performance

In the previous year the Applicant has been responsive and communicated effectively with the assigned OHMVR Grant Administrator by phone, email or personal visit.

FOR DIVISION USE ONLY (Check the one most appropriate) (Please select one from list)

- ☐ In the previous year the Applicant has been responsive and communicated effectively with the assigned OHMVR Grant Administrator by phone, email or personal visit (3 points)
☐ First time Applicants and past Applicants with no active Grant projects within the last two years (2 points)
☐ In the previous year the Applicant has not been responsive (No points)

7. Prevention of OHV trespass

7. Prevention of OHV trespass - Fence (Page 1)

- a. Is site a completely fenced facility such that OHV trespass into neighboring properties and/or closed areas is prevented? 10

(Check the one most appropriate) (Please select one from list)

- ☐ No (answer items b and c) ☒ Yes (10 points, explain and then skip to item 8)

Explain 'Yes' response:

The perimeter of the Porterville OHV Park is fully enclosed with seven-foot chain-link fencing. Entrance gates are locked at all times the facility is not in use. Department staff performs visual inspections of the facility on non-use days to monitor and prevent unauthorized access to the facility.

7. Prevention of OHV trespass - Patrol (Page 2)

- b. The majority of OHV Opportunity areas are patrolled (Check the one most appropriate)

(Check the one most appropriate) (Please select one from list)

- ☐ At least 5 days per week (5 points)
☐ At least once per week (3 points)
☐ At least once per month (1 point)
☐ Less than once per month (No points)

Explain patrol efforts (e.g., frequency of patrol, patrol personnel, percent of lands covered by patrols)

7. Prevention of OHV trespass - Measures (Page 3)

- c. Measures to prevent OHV trespass into neighboring properties and/or closed areas

(Check all that apply) (Please select applicable values)

- ☐ Barriers and/or signing are used to prevent OHV trespass into neighboring properties and/or closed areas (3 points)
☐ Education programs, maps and/or brochures provided to the public address OHV trespass, including respect for private property (2 points)

Explain measures utilized to prevent OHV trespass into neighboring properties and/or closed areas

8. OHV Education

8 OHV Education - Page 1

- a. Education materials available onsite 10

(Check all that apply) (Please select applicable values)

- ☒ Free literature is provided to visitors describing safe and responsible OHV recreational practices (5 points)
☒ Bulletin boards, signs or kiosks, at the majority of staging areas, trailheads, or other areas where the public gathers provide information concerning safe and responsible OHV Recreation (5 points)

- b. Applicant or Land Manager provides formal programs, educational talks, school field trips, etc. to the public to educate them on safe and responsible OHV recreational practices: 0

(Check the one most appropriate) (Please select one from list)

- ☐ 50 or more per year (3 points) ☐ 20 to 49 times per year (2 points)
☐ 5 to 19 times per year (1 point) ☒ Less than 5 times per year (No points)

8. OHV Education - Page 2

- c. When Facility is open, staff are available at trailheads, visitor centers and/or entrance stations to provide information on safe and responsible OHV use 5

(Check the one most appropriate) (Please select one from list)

- ☒ Daily (5 points) ☐ On all weekends (4 points)
☐ On the majority of weekends (2 points) ☐ On major holidays (1 points)
☐ None of the above (No points)

- d. ATV Safety Institute and/or Motorcycle Safety Foundation approved training courses are provided to the public: 0

(Check the one most appropriate) (Please select one from list)

- ☐ At least 30 times per year (5 points) ☐ 18-29 times per year (3 points)
☐ 4-17 times per year (1 points) ☒ Less than 4 times per year (No points)

Describe Land Manager's onsite education efforts relative to items a. - d.:

At the facility, educational materials published by the ATV Safety Institute and the Motorcycle Safety Foundation are available free of charge to the public. In addition, park rules and regulations are listed on the site route map for distribution as well as on banners in the park. The OHV park staff are also onsite to give direction, provide clarification or answer questions to supplement the educational materials to enforce safe and courteous riding. Law enforcement personnel also distribute educational materials at community events and during their conduction of patrols to deter illegal OHV riding.

9. Website

- a. OHV outreach efforts are accomplished through the Land Manager's website 0

(Check the one most appropriate) (Please select one from list)

- ☐ No (skip to question 10) ☒ Yes (provide URL address and answer item b)

Provide URL address www.ci.porterville.ca.us/depts/ParksandLeisure/ohvpark.cfm

- b. The Land Manager's website contains the following items 5

(Check all that apply) - Scoring: 1 point each up to a maximum of 5 points. (Please select applicable values)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Map to location | <input checked="" type="checkbox"/> Hours of operation | <input checked="" type="checkbox"/> Safety information |
| <input checked="" type="checkbox"/> Visitor facilities | <input checked="" type="checkbox"/> Contact information | <input checked="" type="checkbox"/> News releases |
| <input checked="" type="checkbox"/> Information on responsible riding | <input checked="" type="checkbox"/> Map of Facilities | <input checked="" type="checkbox"/> Fee schedule |
| <input checked="" type="checkbox"/> Seasonal restrictions | <input checked="" type="checkbox"/> Link to Division Website | <input checked="" type="checkbox"/> Law enforcement contact information |

10. OHV Outreach

Check all forms of OHV outreach the Applicant utilizes: 3

Scoring: 1 point each up to a maximum of 3 points. (Please select applicable values)

- | | |
|--|---|
| <input type="checkbox"/> Billboards | <input type="checkbox"/> CDs and/or DVDs |
| <input checked="" type="checkbox"/> Community meetings | <input checked="" type="checkbox"/> OHV dealers |
| <input checked="" type="checkbox"/> Fairs | <input checked="" type="checkbox"/> News releases |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Television |
| <input type="checkbox"/> Parades | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Programs at schools | |

11. Natural and Cultural Resources

11. Natural and Cultural Resources - Page 1

- a. Is the Land Manager's OHV area a completely fenced track facility with little or no native vegetation?
5

(Check the one most appropriate) (Please select one from list)

☐ No (answer item b)

☒ Yes (5 points, explain and then skip to item 12)

Explain 'Yes' response

The Porterville OHV Parks is completely fenced by a seven foot chain link fence with minimal native vegetation in the active riding area and no known Special-Staus Species habitate within the park.

11. Natural and Cultural Resources - Page 2

b. Resource Management Information System

Does the Land Manager maintain a management information system managed by qualified environmental staff that identifies and monitors the impacts of the OHV activity and contains at least the following:

- Ongoing survey/inventory of species
- Ongoing survey/inventory of archeological sites
- Biological monitoring that measures changes in populations
- Components that evaluate the effects of OHV recreation and related activity on the species;
- Recommendations for improvement in species management
- Strategies to respond to changing conditions that affect the survival or reproduction of species? (Please select one from list)

☐ No (No points)

☐ Yes (5 points)

Reference Document

12. Soil Management

12. Soil Management - Page 1

- a. Land Manager has developed a systematic methodology for evaluating soil conditions of its OHV Opportunities? 5

(Check the one most appropriate) (Please select one from list)

☐ No (No points)

☒ Yes (5 points)

Explain 'Yes' response Periodic visual inspections as detailed in the Soil Conservation Plan.

- b. Land Manager has developed methods to address soil issues? 5

(Check the one most appropriate) (Please select one from list)

☐ No (No points)

☒ Yes (5 points)

Explain 'Yes' response Daily maintenance and operations of the OHV Park includes soil evaluation and monitoring for water saturation levels and track preparation procedures include dust control measure to ensure safe riding conditions.

12. Soil Management - Page 2

- c. Land Manager performs soil monitoring 3

(Check the one most appropriate) (Please select one from list)

☒ Monthly (3 points)

☐ After major rain events (2 points)

☐ Annually (No points)

13. Sound Level Testing

The Applicant or Land Manager conducts, or causes to be conducted, sound level testing 0

(Check only one if applicable) (Please select one from list)

- ☐ On most (50% or more) holidays and weekends (4 points)
- ☐ At least 25% but less than 50% of holidays and weekends (2 points)
- ☒ Less than 25% of holidays and weekends (No points)

Describe the sound testing program

OHV personnel takes readings of the sound levels at several locations throughout the park and surrounding areas. In addition, the facility was initially designed with raised berms intended to control sound levels at the Park. The City has received no sound related complaints relative to the OHV Park in the prior year. The remoteness of the facility from sensitive sound receptors and its proximity to active agricultural activities with similar ATV equipment uses minimizes the potential impact from sound generation.